



## OFFICE OF COURT ADMINISTRATION

David Slayton  
Administrative Director

### JOB VACANCY NOTICE

**Posting Date:** August 20, 2012

**Closing Date:** Open until filled

**Job Listing Identification Number:** OCA-212-12-40

**State Classification Number and Step:** 0057/A09

**State Job Title:** Clerk III

**FLSA Status:** ☐ Exempt ☒ Non-Exempt

**Agency Job Title:** National Instant Criminal Background Check System (NICS) Project Clerk

**Location:** Nacogdoches, TX

**Monthly Salary Range:** 1,882.00 – 2,333.00

**Type of Job:** Full Time

**Remarks:** Position is currently grant-funded through September 30, 2012.

**Travel Required:** ☒ Yes 100% ☐ No

#### Job Description:

Performs complex clerical duties to implement the Office of Court Administration's NICS Mental Health Record Improvement Project in counties throughout Texas. Work involves researching and reviewing confidential mental health, guardianship and other court records, compiling data, possibly entering case information into a computer system, and providing technical assistance and training to district and county clerk staff. This position requires 100% in-state travel to various counties in Northeast Texas and includes both overnight stays and day trips. Works under general direction of the project supervisor with limited latitude for the use of initiative and independent judgment.

#### Essential Job Functions:

- Reviews and analyzes confidential mental health, guardianship and other court files and records, both paper and electronic.
- May enter case information into a computer system.
- Compiles, organizes, and tabulates data.
- Maintains files and reports.
- Provides technical assistance and training to district and county clerks on reporting information to the National Instant Criminal Background Check System, including what cases should be reported to the Texas Department of Public Safety and how they should be reported.
- Develops and maintains effective working relationships and communications with district and county clerks, as well as OCA staff.
- Performs related work as assigned.

#### Minimum Qualifications:

- Graduation from high school or GED, plus 1 year of clerical experience.
- Proficiency in Microsoft Office Suite.

#### Preferred Qualifications:

- Associate's degree in Criminal Justice, Public Administration, Business Administration, Government, or related field.
- Clerical experience that includes customer service.
- Familiarity with legal procedures, terminology, and the court system.
- Experience working in a district or county clerk's office.

**Employment Conditions:**

- Operate office equipment and computer systems.
- Requires some lifting up to 20 – 50 pounds occasionally.
- Subject to sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion, stooping/kneeling, squatting, bending, and reaching to perform essential functions.
- Work sites will be in record storage locations of varying conditions.
- Requires operation of a motor vehicle to conduct agency business.

Send completed State of Texas Application for Employment to: Human Resources, Office of Court Administration, 205 W. 14th Street, Suite 600, Tom C. Clark Building, Austin, Texas 78701, fax to 512/463-2290 or email to [ocajobs@txcourts.gov](mailto:ocajobs@txcourts.gov). State applications are available on the Internet at [WorkinTexas.com](http://WorkinTexas.com). Resumes may accompany applications but will not be accepted in lieu of a completed application. Following a screening of applications, interviews of qualified applicants who have sent in a **completed state application** will be scheduled.

An applicant's response to the question regarding **Former Foster Youth** on the state application is **optional** if you are applying for employment with the Office of Court Administration.

**The Office of Court Administration is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, sex, religion, age or disability in employment or the provision of services.**

**In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Kate Oehlers, the Office of Court Administration's Human Resources Officer, at 512/936-1611.**